



STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE SERVICES

ANNOUNCEMENT OF FUNDING

Creating Homes Initiative (CHI)-2 REGIONAL SUBSTANCE USE
HOUSING FACILITATOR

TENNESSEE FISCAL YEAR 2020

January 1, 2020 – June 30, 2020

Completed proposals due: October 31, 2019

Tennessee Department of Mental Health and Substance Abuse Services
Division of Mental Health Services
Andrew Jackson Building, 5th Floor, 500 Deaderick Street
Nashville, TN 37243
tn.gov/behavioral-health

**Tennessee Department of Mental Health and Substance Abuse Services
Division of Mental Health Services**

**CHI-2 Regional Substance Use Housing Facilitator
Announcement of Funding**

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**Tennessee Department of Mental Health and Substance Abuse Services
Division of Mental Health Services**

CHI-2 Regional Substance Use Housing Facilitator

Announcement of Funding

Release Date: October 3, 2019

1. INTRODUCTION

In response to the appropriation of funds in State Fiscal Year 2020 by the Honorable Governor Bill Lee and the Tennessee General Assembly for the support of the Tennessee Creating Homes Initiative, the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS), Division of Mental Health Services (DMHS), is requesting proposals from agencies and organizations that provide services to Tennesseans living with substance use disorders to implement a dedicated full-time Regional Substance Use Housing Facilitator. This position will assist the State in creating and expanding permanent supportive housing and housing services options for service recipients in one of the seven (7) Creating Homes Initiative-2 regions in support of the Creating Homes Initiative-2 (CHI-2). The purpose of CHI-2 is to develop and expand the number of safe, affordable, quality, permanent housing options for persons in substance use recovery. CHI-2 Regional Substance Use Housing Facilitators will work in tandem with the current existing CHI Regional Housing Facilitators, and with the direction and support of the CHI/CHI-2 Director of Regional Housing Facilitators, to support the achievement of the goals and objectives of CHI-2.

The overall goal of the CHI-2 Regional Substance Use Housing Facilitator (CHI-2 RHF) program is to effectively leverage funding from various state, local, federal, and private entities to maintain and increase the number of safe, affordable, quality, permanent supportive housing options for persons in substance use recovery in the assigned region, thereby contributing to the statewide goal of increasing the number of permanent supportive housing options for service recipients. The CHI-2 RHF program shall focus on the following service goals:

- a. Develop a maximum number of housing options each fiscal year within their assigned region.
- b. Develop housing options within the assigned region based upon data-driven needs assessments and available funding for projects each fiscal year.
- c. Encourage collaborative partnerships in the assigned region for project developments.

- d. Focus on the sustainment of current affordable housing options within the designated CHI-2 region.
- e. Contribute to capacity-building through service as a technical advisor to developers and organizations in the assigned region who wish to build, renovate, or develop affordable housing projects/options.

Awarded grantees of the CHI-2 RHF program are expected to:

- a. Recruit, hire and supervise one (1) staff employee to work full time (Full Time Equivalent) as a CHI-2 Regional Substance Use Housing Facilitator to implement and sustain the CHI-2 regionally for the designated CHI-2 region and its respective counties.
- b. Provide adequate administrative and supervisory support; workspace; supplies; and resources to the CHI-2 Regional Substance Use Housing Facilitator throughout the grant contract period.
- c. Ensure that one hundred (100) percent of the full-time equivalent (FTE) is solely dedicated and applied to the role, duties and responsibilities of the CHI-2 Regional Housing Facilitator position, as will be indicated in the CHI-2 RHF grant contract.
- d. Ensure that the services of the CHI-2 Regional Substance Use Housing Facilitator are equally accessible to any and all regional stakeholders that are interested in collaborating with the CHI-2 RHF.
- e. Provide and receive collaborative feedback from the CHI/CHI-2 Director of Regional Housing Facilitators and the TDMHSAS Office of Housing and Homeless Services regarding the role and activities of the CHI-2 Regional Substance Use Housing Facilitator and their commitment to CHI-2 and TDMHSAS.

The individual hired to fulfill the CHI-2 Regional Substance Use Housing Facilitator role is expected to possess and demonstrate, at a minimum, the following experience and characteristics:

- a. Passion, enthusiasm, and eagerness to carry out the duties and responsibilities of the CHI-2 Regional Substance Use Housing Facilitator;
- b. Strong desire to make a positive difference in the housing community for individuals in substance use recovery;
- c. Proven skill and ability to establish, nurture and sustain productive, collaborative relationships across community stakeholders at various levels;
- d. Proven experience in writing successful grants, proposals and applications for funding;
- e. Team player while having strong ability to work independently;
- f. Self-motivated, self-starter, self-driven, and self-directing;
- g. Outcomes focused and data-oriented.

One (1) proposing entity will be awarded for each of the seven (7) CHI-2 regions. See Attachment F for a position summary for the CHI-2 Regional Substance Use Housing Facilitator. The CHI-2 regions and their respective counties are identified as shown in Attachment E.

2. GENERAL CONDITIONS

2.1. Funding Information

2.1.1 Project Period: Funding term for selected proposals is projected to be January 1, 2020 – June 30, 2020. As funds are available and subject to provider performance, there may be additional Grant Contract periods for this service. Subject to the availability of funds, the funds for this project are expected to be recurring and future years of funding would follow the state fiscal year, July 1- June 30.

2.1.2 Funding Amount: State of Tennessee Cost Reimbursement Grant Contracts may be available to eligible proposers up to the amount of \$50,000.00 for the six month contracting period of the first year (State Fiscal Year 2020). Up to \$100,000.00 may be available for an ongoing annual budget in subsequent year(s). Proposers should submit a budget based upon a full year (12 months) of program implementation.

2.1.3 Allocations: Funding allocations will be awarded on the basis of how well a Proposer addresses guidelines and criteria of this Announcement. The actual amount available for a Grant Contract may vary depending on the number and quality of proposals received.

2.1.4 Subject to Funds Availability: Grant contracts awarded as a result of this announcement of funding are subject to the appropriation and availability of funds. In the event funds are not appropriated or otherwise unavailable, the State reserves the right to terminate Grant Contracts upon written notice to the Grantee.

2.2. Timelines

The following schedule of events represents the State's best estimate of the schedule that shall be followed. The State reserves the right in its sole discretion to adjust this schedule as it deems necessary. In the event such action is taken, notice of such action will be posted on the State's website at <https://www.tn.gov/behavioral-health/departments/funding-opportunities.html> and notice of the posting will be distributed via the proposer e-mail list.

CHI-2 RHF AOF SCHEDULE OF EVENTS

10/3/19	TDMHSAS Releases Announcement.
10/7/19	Proposers' Written Questions Regarding the Announcement are due by 3:00 P.M. (CST) on 10/7/2019.

- 10/11/19 TDMHSAS hosts a conference call to respond to questions AND/ OR
TDMHSAS issues written responses to questions posted on
<https://www.tn.gov/behavioral-health/departments-funding-opportunities.html>.
- 10/31/19 Proposals are due via email by 3:00 P.M. (CST) on 10/31/2019.
- 11/14/19 TDMHSAS sends a written notice to applicants and opens files for public inspection.
- 1/1/20 Contract shall be effective upon gathering all required signatures and approvals from the State in accordance with contract section D.1.
Required Approvals.

2.3 Proposer Eligibility

2.3.1 The proposer, for purposes of this Announcement, must be:

- A public or private non-profit entity with proven effective experience providing substance use services, treatment and/or recovery in the state of Tennessee;
- Registered with the Tennessee Secretary of State;
- Geographically located within the CHI region for which the Proposing Entity is submitting a proposal;
- Demonstrate good relational standing with TDMHSAS as well as stakeholders, including, but not limited to, other substance use services providing entities and community mental health centers within the region for which the Proposing Entity is submitting a proposal;
- Demonstrate a history of successful programmatic and financial responsibility.

Funding allocation dedicated to this grant are intended to provide expenses for salary, benefits and taxes, as well as associated costs toward the fulfillment of the duties and responsibilities for the CHI-2 Regional Substance Use Housing Facilitator position.

Questions specific to eligibility for this Announcement may be asked in writing at any time. Please email Filisha.James@tn.gov for all eligibility-related questions.

2.3.2 A proposer, for purposes of this Announcement, must not be:

- An entity which employs an individual who is, or within the past six (6) months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purposes of furthering the private interest or personal profit of any person; and

- For purposes of applying the requirements above, the State will deem an individual to be an employee or official of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.

2.4 **Scope of Services**

See Attachment F for this program's proposed Scope of Services, which is Section A. of a State Grant Contract. Please note that the State reserves the right to make any changes to the scope of services as deemed necessary before issuing the final Grant Contract.

2.5 **Communications**

2.5.1 The following Coordinator shall be the main point of contact for this Announcement of Funding:

Filisha James

Email address: Filisha.James@tn.gov

All proposer communications concerning this procurement must be directed to the Coordinator listed immediately above. Unauthorized contact regarding this Announcement of Funding with other state employees of TDMHSAS may result in disqualification.

2.5.2 Proposer E-Mail List: The State will create an e-mail list to be used for sending communications related to this Announcement. If you wish to be added to this list, please promptly send your contact information, including e-mail address, to Filisha.James@tn.gov. Any delay in sending such information may result in some communications not being received. The State assumes no responsibility for delays in being placed on the list.

2.5.3 Questions and Requests for Clarification: Questions and requests for clarification regarding this announcement must be submitted in writing on or before 3:00pm CST October 7, 2019 to Filisha.James@tn.gov. Questions submitted after this deadline will not be answered. A conference call will be held to respond to questions submitted on October 11, 2019.

2.5.4 State's Response to Questions and Requests for Clarification: By October 11, 2019, the State will provide written responses to all questions and requests for clarifications received by 3:00pm CST on October 7, 2019. The State's written responses will be posted on the State's website at <https://www.tn.gov/behavioral-health/departments-funding-opportunities.html>. Only the State's official, written responses and communications will be binding with regard to this Announcement. The State will consider oral communications of any type to be unofficial and non-binding. The State assumes no responsibility for a proposer's failure to view the State's written responses to questions and requests for clarification.

2.6 Proposal Preparation, Formatting, Submission, Withdrawal, and Rejection

2.6.1 Proposal Preparation: The Proposer accepts full responsibility for all costs incurred in the preparation, submission, and other activities undertaken by the Proposer associated with the proposal.

2.6.2 Proposal Formatting Requirements: The State's goal to review all proposals submitted must be balanced against the obligation to ensure equitable treatment of all proposals. For this reason, formatting and content requirements have been established for proposals.

- Proposals must be received via e-mail by the deadline of 3:00pm CST on October 31, 2019.
- Proposals must address all applicable project narrative questions and label the sections accordingly within the proposal.
- Proposals must be typed, single-spaced on standard 8 ½ inch x. 11 inch paper, in font size twelve (12), with 1 inch margins. The spacing and margin requirements do not apply when preparing the attachment worksheets.
- All proposal pages and attachments must include a header with Proposer name and page number.
- The combined proposal length should not exceed eighteen (18) pages, including all attachments. The length of the proposal is limited to ten (10) for the project narrative and four (4) pages for the proposed budget including summary, detail, salary, and budget justification (Attachment C).
- Letters of Support (Attachment D) do not count toward the specified page limit of the proposal.

2.6.3 Proposal Submission: Proposals should be submitted to the State via email to Filisha.James@tn.gov by 3:00pm CST on October 31, 2019. Proposals must be complete and comply with all requirements of this Announcement in order to be eligible for review.

2.6.4 Proposal Withdrawal: Proposals submitted prior to the due date may be withdrawn, modified, and resubmitted by the Proposer so long as any resubmission is made in accordance with all requirements and all deadlines of this Announcement.

2.6.5 State's Right to Reject Proposals: The State reserves the right to reject, in whole or in part, any and all proposals; to advertise new proposals; to arrange to perform the services herein, to abandon the need for such services, and to cancel this Announcement if it is in the best interest of the State as determined in the State's sole discretion. In the event such action is taken, notice of such action will be posted on the State's website at <https://www.tn.gov/behavioral-health/departments-funding-opportunities.html> and notice of the posting will be distributed via the proposer e-mail list.

2.7 **Proposal Review, Components, Scoring, and Selection**

2.7.1 Proposal Review: Proposals will be scored based on the ability to demonstrate the intended success of the project. Incomplete and noncompliant proposals will not be reviewed. The State recognizes the need to ensure that funding provided for the CHI-2 Regional Housing Facilitator program provides the maximum benefit to the citizens of Tennessee. Grantees are selected in accordance with state policy, department duties, department powers, and commissioner duties and powers as related to service as the state's mental health and substance abuse authority responsible for planning for and promoting the availability of a comprehensive array of high quality prevention, early intervention, treatment, and habilitation services and supports that meets the needs of service recipients in a community-based, family-oriented system.

2.7.2 Proposal Components: Each proposal should contain the following sections. Please note, incomplete proposals will not be reviewed:

- Cover Letter
- Coversheet (Attachment A, signed by authorized representative)
- Table of Contents
- Project Narrative
- Organization Chart(s) (Attachment B)
- Proposed Budget and Budget Justification (Attachment C)
- Letters of Support (Attachment D)

2.7.3 Proposal Scoring: Each proposal is allocated a maximum point value that determines a range within which reviewers will assign specific points. The number of points allocated to each component below is the maximum number of points the reviewer may assign. Reviewed proposals may receive a total score between zero (0) and one hundred (100).

Proposal Component	Score
Cover Letter	0 points, but essential
Cover Sheet (Attachment A)	0 points, but essential
Table of Contents	0 points, but essential
Project Narrative <ul style="list-style-type: none">• Relevant Experience in Substance Use Services and Housing Development (15 Points)• Relevant Experience with CHI and Regional Housing Facilitators (10 Points)• Proposed Staffing Design (20 Points)• Outcomes, Data and Reporting (15 Points)• Equity in Service Provision (10 Points)	85 points

<ul style="list-style-type: none"> Regional & Statewide Community Engagement and Collaboration (15 Points) 	
Organizational Chart(s) (Attachment B) <i>Organizational chart for the entity submitting the proposal, demonstrating where the CHI-2 Regional Substance Use Housing Facilitator fits within the overall structural organization of the entity submitting the proposal.</i>	0 points, but essential
Proposed Budget and Budget Narrative (Attachment C) <i>Appropriate and realistic budget, including Summary, Detail and Salary, must be submitted along with a narrative justifying the budget. This attachment will include four (4) pages for the proposed budget including summary, detail, salary, and budget justification narrative.</i>	10 points
Letters of Support (Attachment D) <i>This attachment and its documentation do not count toward the ten (10) page limit of the Proposal.</i>	5 points

2.7.4 Proposal Selection: The State will notify all Proposers selected for contracting by close of business November 14, 2019.

All grant proposals are reviewed and evaluated by a group of state employees selected by TDMHSAS. Based upon the evaluations, proposal selections will be made and submitted for final approval to the Commissioner of the Department of Mental Health and Substance Abuse Services and/or Commissioner's designee.

The State reserves the right to further negotiate proposals selected to be awarded funds. Prior to the execution of any Grant Contract, the State reserves the right to consider past performance under other Tennessee contracts.

2.8 **State's rights and obligations under this Announcement**

2.8.1 The State reserves the right to make any changes to this Announcement of Funding, timeline of events, proposals selected, the scope of services, the amount of funding, and any other aspect of this process as deemed necessary before issuing the final Grant Contract. In the event the State decides to amend, add to, or delete any part of this Announcement, a written amendment will be posted on the State's website at <https://www.tn.gov/behavioral-health/departments-funding-opportunities.html> and notice of this posting will be distributed via the proposer email list.

2.8.2 The State reserves the right to cancel, or to cancel and re-issue, this Announcement. In the event such action is taken, notice of such action will be posted on the State's

website at <https://www.tn.gov/behavioral-health/departments-funding-opportunities.html> and notice of the posting will be distributed via the proposer email list.

2.8.3 The State reserves the right to make any changes to the scope of services as deemed necessary before issuing the final Grant Contract.

2.8.4 The State reserves the right to not issue any Grant Contracts in response to this Announcement.

2.8.5 The State reserves the right to further negotiate proposals selected to be awarded funds prior to entering into a Grant Contract.

2.8.6 State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the Grantee and the State and after the Grant Contract is approved by all other Tennessee officials in accordance with applicable laws and regulations. The State shall have no obligation for services rendered by the Grantee which are not period within the specified Grant Contract term.

2.8.7 Grant contracts awarded as a result of this announcement of funding are subject to the appropriation and availability of funds. In the event funds are not appropriated or otherwise unavailable, the State reserves the right to terminate Grant Contracts upon written notice to the Grantee.

3. PROPOSAL NARRATIVE

Proposal narrative responses should address each of the following items, as applicable. The narrative should be structured and titled consistently according to these narrative selections. There is a maximum of ten (10) pages for the proposal narrative section.

- 3.1. Relevant Experience in Substance Use Services and Housing Development:** Describe the Proposing Entity's substance use/abuse-related services experience and capacity. Also include detail describing the Proposing Entity's experience and knowledge in housing creating/development, recovery housing, and effective models in recovery practices, including a description of which funding sources have been used previously in creating recovery housing.
- 3.2. Relevant Experience with CHI and Regional Housing Facilitators:** Describe, in detail, the Proposing Entity's history of and experience with collaboration/partnership with the Creating Homes Initiative (CHI) and the existing Regional Housing Facilitators.
- 3.3. Proposed Staffing Design:** See Attachment F for a position summary for the CHI-2 Regional Substance Use Housing Facilitator. Describe the Proposing Entity's plan to implement a CHI-2 Regional Substance Use Housing Facilitator. Include in the response the Proposing Entity's process for the following:

- Identify for which of the seven (7) CHI-2 regions the Proposing Entity intends to implement a CHI-2 Regional Housing Facilitator. (The seven (7) CHI-2 regions and their respective counties are identified as shown in Attachment E.)
- Recruitment process. How will community partners within the region, including other substance use and abuse service providing organizations, be engaged in the recruitment efforts?
- Hiring process and timeline, including employee onboarding.
- Provision of adequate office workspace, supplies and resources needed for both on-site and off-site work assignments and duties.
- Provision of ongoing administrative and supervisory support to the position.
- Coordination with the CHI/CHI-2 Director of Regional Housing Facilitators, the current CHI Regional Housing Facilitators, and the TDMHSAS Office of Housing and Homeless Services.

3.4. Outcomes, Data and Reporting: The primary goal of the Creating Homes Initiative-2 is to increase the number of permanent supportive housing options for individuals in substance use recovery in Tennessee by effectively leveraging funding resources from various state, local, federal and private entities. Describe how the Proposing Entity will ensure maximum effort is committed to this goal. Additionally, describe the process to ensure required CHI-2 data reporting is complete, accurate, sufficiently prepared, and submitted by the CHI-2 Regional Housing Facilitator to the CHI/CHI-2 Director of Regional Housing Facilitators and the TDMHSAS Office of Housing and Homeless Services in a timely manner. Required CHI-2 data reporting includes, but is not limited to, funding amount leveraged, funding source, number of housing options created, housing option type, and county.

3.5. Equity in Service Provision: Grantees of the CHI-2 Regional Substance Use Facilitator grant shall commit to ensuring the services and objectives of the CHI-2 Regional Housing Facilitator role, in its full capacity, are equally accessible to any and all stakeholders, including, but not limited to other substance abuse/use service provider organizations and community mental health centers within the designated CHI-2 region. What measures and/or strategies will the Proposing Entity implement to ensure equitable service provision to all stakeholders in the designated region?

3.6. Regional & Statewide Community Engagement and Collaboration: Explain how the Proposing Entity will ensure ongoing interaction and engagement with the regional and statewide community is carried out by the CHI-2 Regional Housing Facilitator for the purposes of fulfilling the goal and objectives of the Creating Homes Initiative-2. Ongoing interaction and engagement includes, but is not limited to, substance use recovery housing forums and training opportunities; educational and training opportunities for housing development, grants and other funding resources; partnering with other substance use service and mental health service providing entities; faith-based and other community engagement and networking opportunities; providing CHI-2 related presentations and/or informational sessions; participation in statewide Regional Housing Facilitator conference calls and meetings; and other networking/collaborative opportunities as needed.

Attachment A

COVER SHEET

CHI-2 Regional Substance Use Housing Facilitator

Page 1 of 1

Legal Name of Proposer	
Federal ID#	
Edison Vendor ID#	
Targeted Coverage CHI-2 Region being proposed	
CONTACT INFORMATION	
Name of Contact Person	
Title of Contact Person	
Address of Contact Person	
E-mail Address of Contact Person	
Phone Number of Contact Person	
AUTHORIZED REPRESENTATIVE INFORMATION	
Name of Authorized Representative <i>(For Non-Profit, if someone other than the Board Chairperson is named as the Authorized Representative, a signed copy of the resolution of appointment must be submitted.)</i>	
Title of Authorized Representative	
Address of Authorized Representative	
E-mail Address of Authorized Representative	
Phone Number of Authorized Representative	

Signature of Authorized Representative

Date

Attachment B
ORGANIZATIONAL CHART

Provide an organizational chart for the entity submitting a proposal, demonstrating where the CHI-2 Regional Substance Use Housing Facilitator staff will fit into the overall structural organization of the entity submitting the proposal.

Attachment C

PROPOSED BUDGET AND BUDGET JUSTIFICATION

Page 1 of 2

PROPOSED BUDGET

Please download the Excel budget template [using the following link](https://www.tn.gov/content/dam/tn/mentalhealth/documents/Cost_reimbursement_budget_fy20.xls) to complete a proposed budget:

https://www.tn.gov/content/dam/tn/mentalhealth/documents/Cost_reimbursement_budget_fy20.xls. The budget template has four tabs: Instructions, Summary, Detail, and Salaries. Summary, Detail and Salaries tabs must be included. Please review the Instructions tab before completing the proposed budget. Proposers should submit a budget based on a full year of program implementation. The budget may be prorated for the 6 month period if selected for contracting.

GRANT BUDGET SUMMARY				
Agency Name: Enter on Detail Tab				
Program Code Name: Enter on Detail Tab				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN: Enter on Detail Tab END: Enter on Detail Tab				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$0.00	\$0.00	\$0.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

Attachment C

PROPOSED BUDGET AND BUDGET JUSTIFICATION

Page 1 of 2

BUDGET JUSTIFICATION

CHI-2 Regional Substance Use Housing Facilitator

Please include a written budget justification of funds needed to support the CHI-2 Regional Substance Use Housing Facilitator proposal.

The justification summary should provide detail to support the Grant Contract funds included in each line-item.

The budget justification should be no longer than one page, single spaced.

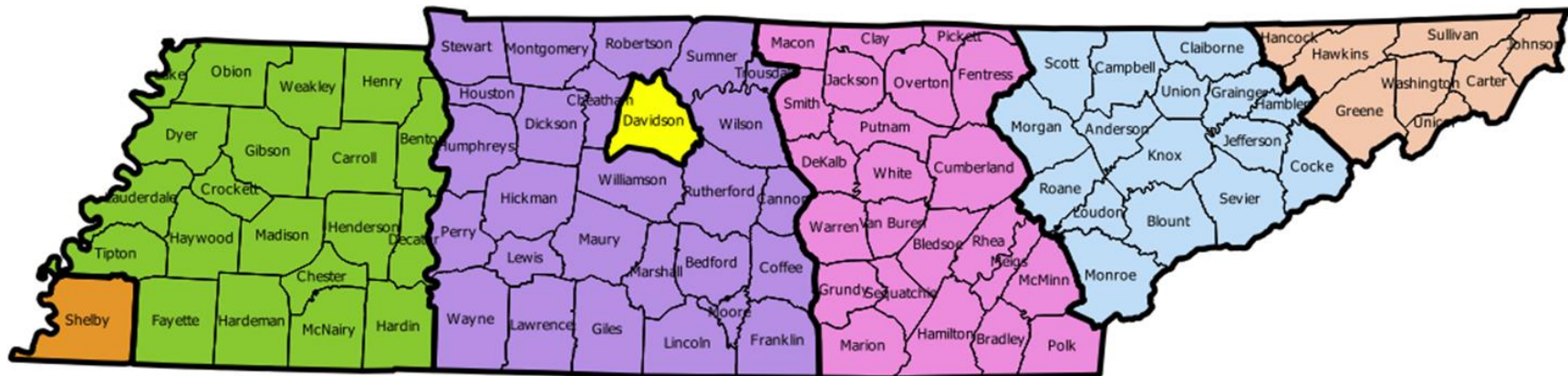
Attachment D

Letter(s) of Support

Include any relevant letters of support from regional community stakeholders, including housing development entities, affordable housing providers, funding source entities and substance use service providers. This attachment and its documentation do not count toward the eighteen (18) page limit of the proposal.

Attachment E

TDMHSAS Creating Homes Initiative-2 Regions



Region VII

COUNTY:
SHELBY

Region VI

COUNTIES:
BENTON, CARROLL,
CHESTER, CROCKETT,
DECATUR, DYER,
FAYETTE, GIBSON,
HARDEMAN, HARDIN,
HAYWOOD,
HENDERSON, HENRY,
LAKE, LAUDERDALE,
MADISON, MCNAIRY,
OBION, TIPTON,
WEAKLEY

Region IV

COUNTY:
DAVIDSON

Region V

COUNTIES:
BEDFORD, CANNON,
CHEATHAM, COFFEE,
DICKSON, FRANKLIN, GILES,
HICKMAN, HOUSTON,
HUMPHREYS, LAWRENCE,
LEWIS, LINCOLN, MAURY,
MARSHALL, MONTGOMERY,
MOORE, PERRY, ROBERTSON,
RUTHERFORD, STEWART,
SUMNER, TROUSDALE,
WAYNE, WILLIAMSON,
WILSON

Region III

COUNTIES:
BLEDSON, BRADLEY, CLAY,
CUMBERLAND, DEKALB,
FENTRESS, GRUNDY,
HAMILTON, JACKSON,
MACON, MARION, MCMINN,
MEIGS, OVERTON, PICKETT,
POLK, PUTNAM, RHEA,
SEQUATCHIE, SMITH, VAN
BUREN, WARREN, WHITE

Region II

COUNTIES:
ANDERSON, BLOUNT, CAMPBELL,
CLAIBORNE, COCKE, GRAINGER,
JEFFERSON, HAMBLIN, KNOX,
LOUDON, MONROE, MORGAN,
ROANE, SCOTT, SEVIER, UNION

Region I

COUNTIES:
CARTER, GREENE,
HANCOCK, HAWKINS,
JOHNSON, SULLIVAN,
UNICOI, WASHINGTON

Attachment F

CHI-2 Regional Substance Use Housing Facilitator

Position Summary

The Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) is charged with creating and sustaining safe, affordable, permanent housing options with supportive services, as needed, for people in recovery from opioid and other substance use in Tennessee. This will be accomplished primarily through the Creating Homes Initiative-2 (CHI-2), and the efforts of the CHI-2 Regional Substance Use Housing Facilitators in each of the 7 CHI-2 regions throughout Tennessee, under the guidance and direction of the Director of Regional Housing Facilitators and the TDMHSAS Office of Housing and Homeless Services (OHHS).

The CHI-2 Regional Substance Use Housing Facilitator position will assist the State in creating and expanding permanent supportive housing and housing services options for service recipients in one of the seven (7) Creating Homes Initiative-2 regions in support of the Creating Homes Initiative-2 (CHI-2). The purpose of CHI-2 is to develop and expand the number of safe, affordable, quality, permanent housing options for persons in substance use recovery. CHI-2 Regional Substance Use Housing Facilitators will work in tandem with the current existing CHI Regional Housing Facilitators, and with the direction and support of the Director of Regional Housing Facilitators, to support the achievement of the goals and objectives of CHI-2.

The overall goal of the CHI-2 Regional Substance Use Housing Facilitator is to effectively leverage funding from various state, local, federal, and private entities to maintain and increase the number of safe, affordable, quality, permanent supportive housing options for persons in substance use recovery in the assigned region, thereby contributing to the statewide goal of increasing the number of permanent supportive housing options for service recipients. The CHI-2 Regional Substance Use Housing Facilitator shall focus on the following service goals:

- Develop a maximum number of housing options each fiscal year within their assigned region.
- Develop housing options within the assigned region based upon data-driven needs assessments and available funding for projects each fiscal year.
- Encourage collaborative partnerships in the assigned region for project developments.
- Focus on the sustainment of current affordable housing options within the designated CHI-2 region.
- Contribute to capacity-building through service as a technical advisor to developers and organizations in the assigned region who wish to build, renovate, or develop affordable housing projects/options.

The CHI-2 Regional Substance Use Housing Facilitator is expected to possess and demonstrate, at a minimum, the following characteristics:

- Passion, enthusiasm, and eagerness to carry out the duties and responsibilities of the CHI-2 Regional Substance Use Housing Facilitator;
- Strong desire to make a positive difference in the housing community for individuals in substance use recovery;
- Proven skill and ability to establish, nurture and sustain productive, collaborative relationships across community stakeholders at various levels;
- Proven experience in writing successful grants, proposals and applications for funding;
- Team player while having strong ability to work independently;
- Self-motivated, self-starter, self-driven, and self-directing;
- Outcomes focused and data-oriented.

Knowledge, Skills and Abilities

- Proven experience in successfully partnering, developing, and participating in collaborative efforts that bring community stakeholders together to increase and enhance housing opportunities and associated support services for service recipients.
- Experience conducting assessments to identify current availability and unmet need for permanent housing and support services for persons in substance use recovery in the state of Tennessee.
- Demonstrated ability to assertively seek out opportunities and collaborate with potential funding entities to leverage and secure funding to develop and preserve permanent supportive housing options for persons in substance use recovery in local communities.
- Possesses the interpersonal skills and professional knowledge to address and combat housing discrimination for persons in substance use recovery, often referred to as “Not In My Back Yard” (NIMBY) issues, that threaten the fair housing rights of persons in substance use recovery residing in Tennessee neighborhoods or discrimination in the workplace.

Education / Experience

- Bachelor’s degree required and Master’s degree preferred in a social or behavioral science, business administration, or other related acceptable field.
- At least 3 years of experience in a position that includes Federal, State, or private foundations grant writing (preference for housing and housing support grants).
- Experience preferred in monitoring, evaluating, planning, or coordinating grant funded programs.
- This position requires frequent travel based on identified needs of the Creating Homes Initiative-2 and its integral partners.

Attachment G

PROPOSED SCOPE OF SERVICES For Information Purposes Only and May be Revised Prior to Contract Award/Execution

CHI-2 Regional Substance Use Housing Facilitator

Regional Substance Use Housing Facilitator

****INCLUDE CHI-2 REGIONAL MAP ATTACHMENT****

A. SCOPE OF SERVICES AND DELIVERABLES:

- A.1. The Grantee shall provide the Scope of Services and Deliverables ("Scope") as required, described, and detailed in this Grant Contract.
- A.2. Services and supports under this Contract shall be delivered in a manner that promotes resiliency, recovery, and independence for individuals and families served. The Division of Mental Health Services prioritizes key values critical to serving Tennesseans with behavioral health needs including programs and practices focused on promotion, intervention, and recovery support services which:
- Encourage co-occurring competent and co-occurring friendly programs;
 - Support culturally responsive and linguistically competent services;
 - Uphold System of Care core values and principles;
 - Aim to prevent and mitigate the impact of adverse childhood experiences (ACEs);
 - Promote trauma informed approaches; and
 - Prioritize evidence-based and/or evidence-informed services resulting in strong outcomes.
- A.3. Service Definitions:
- a. The purpose of this Grant Contract is for the Grantee to employ a community staff person (CHI-2 Regional Substance Use Housing Facilitator) to assist the State in creating and expanding permanent supportive housing and housing services options for service recipients in support of the Creating Homes Initiative-2 (CHI-2). The purpose of the CHI-2 is to develop and expand the number of safe, affordable, quality, permanent housing/homeless options for persons in substance use recovery.
- b. "Substance use disorder," for purposes of this Grant Contract, means a substance-related disorder as diagnosed according to the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) or more current edition.
- c. "Recovery," for purposes of this Grant Contract, and according to the Substance Abuse and Mental Health Services Administration (SAMHSA), means a process of change through which people improve their health and wellness, live self-directed lives, and strive to reach their full potential. There are four major dimensions that support recovery:
- Health – overcoming or managing one's disease(s) or symptoms and making informed, healthy choices that support physical and emotional well-being.
 - Home – having a stable and safe place to live.
 - Purpose – conducting meaningful daily activities and having the independence, income, and resources to participate in society.
 - Community – having relationships and social networks that provide support, friendship, love, and hope.

- d. "Very low income" means fifty percent (50%) or less of the area median family income, adjusted for family size, for the population area as established annually by the United States Department of Housing and Urban Development (US HUD).

A.4. Service Recipients:

Any Tennessee adult eighteen (18) years of age or over whom is in substance use recovery. Service recipients also must meet the definition for very low income as noted in Section A.3.d.

A.5. Service Goals:

To effectively match State dollars with funding from other state/local/federal/private entities to maintain and increase the number of safe, affordable, quality, permanent supportive housing options for service recipients in the assigned region thereby contributing to the statewide goal of increasing the number of permanent supportive housing opportunities for service recipients. The Regional Substance Use Housing Facilitator should focus on the following service goals:

- a. Develop a maximum number of housing options each fiscal year within their assigned region.
- b. Develop housing options within their assigned region based upon data-driven needs assessments and available funding for projects each fiscal year.
- c. Encourage collaborative partnerships in the assigned region for project developments.
- d. Focus on the sustainment of current affordable housing options within the assigned region.
- e. Contribute to capacity-building through service as a technical advisor to developers and organizations in the assigned region who wish to build, renovate, or develop affordable housing projects/options.

A.6. Structure:

- a. The Grantee shall provide staff and resources to assist the State in the implementation and continuation of the CHI-2.
- b. The Grantee shall provide and supervise one (1) staff employee to work full time, as that is defined in Grantee's policy (at least thirty seven and one-half to forty (37.5-40) hours per week), as a Regional Substance Use Housing Facilitator to implement and sustain the CHI-2 regionally for the assigned TDMHSAS Creating Homes Initiative-2 Region serving the corresponding Tennessee Counties, as shown in the CHI-2 Regional Map.
- c. The Grantee shall ensure that one hundred (100) percent of the work hours for the Regional Substance Use Housing Facilitator position is applied to the service goals listed in Section A.5. This position is responsible for advancing the goals of the CHI-2 throughout the assigned region. Extensive travel is necessary and expected regularly in support of the CHI-2 goals.
- d. The Grantee shall ensure that the CHI-2 Regional Substance Use Housing Facilitator works and collaborates directly with the Director of Regional Housing Facilitators to facilitate guidance, direction and support, and to ensure efforts and progress toward CHI-2 goals and objectives are communicated.

- e. The Grantee shall ensure that the CHI-2 Regional Substance Use Housing Facilitator attends and participates in all CHI-2-related in-person, teleconference and/or videoconference meetings as scheduled by the Director of Regional Housing Facilitator or the Director of the Office of Housing and Homeless Services.
- f. The Grantee must submit to the State, in a format prescribed by the State, quarterly reports and semi-annual data reports, as specified in A.7.a.(6) and A.7.a.(7), respectively.

A.7. Process:

- a. The Grantee shall ensure that the Regional Substance Use Housing Facilitator performs the following duties:
 - (1) Convenes or participates in collaborative efforts within their region that bring community stakeholders together to increase and enhance the housing stock and associated support services for service recipients.
 - (2) Conducts assessments to identify current availability and unmet need for permanent housing and support services for service recipients in their assigned region.
 - (3) Aggressively seeks out opportunities and collaborates with potential funding entities to leverage and secure funding to develop and preserve permanent supportive housing options for service recipients in local communities.
 - (4) Addresses and combats housing discrimination for persons with substance use disorder, often referred to as “Not In My Back Yard” (NIMBY) issues that threaten the fair housing rights of persons in substance use recovery residing in Tennessee neighborhoods or discrimination in the workplace.
 - (5) Delivers a minimum of four (4) presentations each year to educate traditional and non-traditional community partners, including, but not limited to, group home operators, social service, substance use service and mental health providers, landlords, apartment complex owners, and housing developers in the assigned region. The purpose of these presentations shall be to educate participants on the CHI-2 and services Regional Substance Use Housing Facilitators provide, as well as enlisting audience participation in addressing the service goals in Section A.5.
 - (6) Submits quarterly reports that describe their activities and successes. Quarterly reports should be submitted to the State by the fifteenth (15th) of the month following the end of each quarter being reported, namely October 15th, January 15th, April 15th, and July 15th. Reports shall be submitted to the State’s Director of Regional Housing Facilitators and the State’s Director of Housing and Homeless Services, Division of Mental Health Services using the State-approved report format prescribed by the Director Regional Housing Facilitators and the Director of Housing and Homeless Services. It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Grant Contract as specifically indicated herein.
 - (7) Submits semi-annual reports providing updates of housing options completed and funding developed since the previous CHI-2 Database report no later than the 31st of January and the 31st of July each fiscal year. Reports shall be submitted to the State’s Director of Regional Housing Facilitators and the State’s Director of Housing and Homeless Services, Division of Mental Health Services using the State-approved report format prescribed by the Director of Regional

Housing Facilitators and the Director of Housing and Homeless Services. It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Grant Contract as specifically indicated herein.

- (8) Ensures completed affordable housing units are listed in the Housing Within Reach database found on the Recovery Within Reach website (<http://www.recoverywithinreach.org/housingwithinreach/>) or any subsequent affordable rental housing locator system sponsored by TDMHSAS.

A.8. Outcome – Access:

- a. Service recipients from all areas in the CHI-2 Region assigned in Section A.6.b. who request substance use recovery housing placement assistance are referred to permanent housing options with substance use recovery supports as needed provided by substance use service professionals.
- b. Housing options created for individuals in substance use recovery shall have access to recovery support services, especially those services targeted at maintaining and enhancing the resident's housing opportunities and stability.

A.9. Outcome – Capacity:

The Grantee shall expand the number of permanent, safe, affordable, quality supportive housing options available to individuals in substance use recovery in their assigned region as identified in Section A.6.b.

A.10. Outcome – Effectiveness:

- a. The Regional Substance Use Housing Facilitator shall increase the assigned region's supply of permanent, safe, affordable, quality, supportive housing options as evidenced by a reasonable contribution to the statewide goal of increasing the number of permanent supportive housing options for individuals in substance use recovery.
- b. The Regional Substance Use Housing Facilitator shall contribute to the sustainment of current affordable housing options and provide technical assistance to organizations interested in developing and/or providing affordable housing options for individuals in substance use recovery in the assigned region. The number of options created shall be reported semi-annually to the State as described in Section A.7.a.(7).